

draft

approved 7/23/2015

Administration Committee - Meeting Minutes

Thursday, May 28, 2015

4:30 pm

Call to Order: 4:35pm by Trustee Barker

Roll Call: Bruce Barker, Larry McIntyre, Tom Mulhearn, Jim Addington, Mike Ramsey, Cathy Crane, Jill Ziegler, Alicja Richards, Spencer Parker, Marie Johanik-Guzzo, Jinny Szymiski, and Jim Gunther.

Late Arrival: Steve May and Ron Gunter (arrived 4:48pm)

Minutes approved March 5, 2015 meeting: Motion to approve = 1st Addington/ 2nd Szymiski/All

Unfinished Business: None

New Business:

Item A will be postponed awaiting the arrival of Manager May from another meeting. +

We will move on to Item B, Not-for-Profit Solicitation at Intersections. Deputy Clerk Richards discussed setting limitations for not-for-profit agencies at intersections. The question being do we want to set a limit for the number of times in a year each not-for-profit can request permission to ask motorists for donations at an intersection. Clerk Szymiski believes that there should be a limit. There is one that comes up all the time, Kiwanis requests one weekend for their club and the next for a hospital. There is not even a Kiwanis in Westmont and we should keep it to Westmont or national organizations such as the Salvation Army. Trustee Addington states that the Kiwanis is in Downers Grove, and Deputy Clerk Richards remarks that it is a multi-municipal club however Westmont is not in the title. Trustee Addington believes that the Kiwanis disbanded in Westmont at least 10 or 15 years ago.

Trustee Addington thinks this is a good item for discussion. We only have 3 organizations in town that want to do street solicitation: Lions, Knights of Columbus, and the Fire Department Fill the Boot campaign in September. Clerk Szymiski stated you have the Wildcats and other kids groups. Trustee Addington asked Chief Mulhearn if he had any thoughts. Chief Mulhearn stated that he believed the best is to limit it to Westmont groups so that we don't have unknown groups from the city requesting permits. Trustee Addington said once a year might be best; Chief Mulhearn asked if the Lions Club didn't request more than once a year on a regular basis for various causes? Trustee Addington replied that it was only once a year for street donations.

Trustee Guzzo asked Deputy Clerk Richards how many nonprofits request solicitations per year 10 groups or 20 groups? Deputy Richards listed Misericordia, Lions Club twice, Salvation Army twice, Kiwanis twice, Knights of Columbus, and Wildcats which according to State law is not allowed. Trustee Addington said it was because of their age. Clerk Szymiski said we do not let the kids do it. Trustee Addington asked Chief Weiss if the firefighters did fill the boot? Chief Weiss responded no they did not. Chief Mulhearn discussed the weekend, one time request policy. Trustee Addington stated that there were communities that no longer allow street solicitations for safety reasons, so maybe a one time policy a year is a better first step than disallowing it all together. Trustee Addington made a motion to send it to the Village Board for an ordinance approval, Trustee Guzzo seconded this motion and all parties responded aye.

Item C was presented by Deputy Clerk Richards, Commercial Waste Hauling; asking for a recommendation on how the Village should treat Commercial Recycling (aka scavengers). Currently, we issue a business license (\$25.00 annual fee) and there are no inspections as there is no location, only a truck. The ordinance reads that the business license must be filled out and proof of insurance provided, and if providing services to multifamily residences than a quarterly report is to be provided to the Village. The code also reads that a recycling scavenger must come to the Village Board and ask for approval from the Board to operate this type of business.

Deputy Clerk Richards commented that these steps have never been followed, and requests clarification as to the process. Does the board want to have these businesses come in and ask permission? Trustee Barker asked how many businesses are we talking about? Deputy Clerk Richards responded that there are not too many commercial recyclers licensed: Flood Brothers, Grout, and Waste Management, however; commercial recycling does not have to be done by Waste Management. Trustee Addington asked if the other 2 haulers were picking up specialized recycling or general. Clerk Szyski responded that it was just general, Deputy Clerk Richards commented that we do not receive reports so it is unknown.

Trustee Barker said that there are paper bins of recycling at the churches and schools in the area, Holy Trinity has one. Deputy Clerk Richards asked if it was Albeit Bowater as they use to have a license? Trustee Barker responded that he was not sure, it was part of the environmental programs. Trustee Guzzo asked if it was something we could control as we haven't had any ordinance for this in years? Deputy Clerk Richards remarked that we have an ordinance, the protocol has not been followed. Trustee Addington asked what Waste Management thought of this since we have the exclusive contract with them. Clerk Szyski said the contract did not include commercial recycling.

Trustee Addington does not believe the haulers need to come before the board, but it should be handled by staff; we need to know who is coming and why. Trustee Barker commented that the companies were legitimate companies in the area, and only two so it was not a lot of traffic going in and out of the alleys. Trustee Guzzo agreed saying if there was more money in it we would have more haulers interested. The committee agreed that staff could handle this and not require the companies to go before the board.

Item A is presented by Manager May. The stipend for service on a commission is discussed, as a request has come from a commission to have all commissioners paid the same rate. Using the Board of Fire and Police Commission as an example. The chairman is paid at one rate, the secretary that same rate, and the commissioner another rate. There are only 2 paid commissions, Police & Fire and the Planning & Zoning; both make large time commitments and voting decisions. The Police Pension Board is prohibited from payment by state law. And the EIC is a volunteer group not making decisions or voting on items. Manager May reviewed the payment schedule of P&Z at one amount and P&F at another amount. Pointing out that the P&Z pays someone not on the commission to perform the secretarial duties. Manager May is not looking for decisions at this time, he would like to open the topic up for discussion.

Clerk Szyski said she believed that the Police & Fire make more because of the testing. Manager May said that brings up the point that the F&P meet as often as necessary, and are paid for each meeting. The EIC and the P&Z only meeting once a month. Should there be a monthly limit on the stipend? Mayor Gunter stated that when he was on the Promote Westmont Commission years ago when Trustee Addington was Mayor, he received \$60.00 a meeting for being the secretary. Sometimes there would be 3 meetings a month. Manager May said that is the point, there is no set guideline. The answer to the request from the commission is that the stipend is set in the code, it would take an ordinance to modify it and budgeted funds.

HR Director Crane stated that the Fire & Police Commission is governed by state statute due to the hiring of officers. Trustee Barry stated that many people would volunteer their time to serve, and not be paid. Mayor Gunter said that his opinion was that the commissioners being paid should all be paid the same rate, \$40.00 across the board. Manager May replied that could mean changing P&Z from \$35.00 to \$40.00 and lowering the chair & secretary of the F&P down \$15.00. Trustee Addington said that the secretary has all the bookkeeping and all the minutes and testing that the position requires; asking if the P&Z secretary gets more? Manager May responded that P&Z pays a service to produce the minutes a commissioner does not do that.

Trustee Addington states that he agrees with the Mayor to have them all the same. Trustee Barker stated that you need to have some background to support the decision, right now we have nothing telling us why it is all over the place. Mayor Gunter asked why EIC doesn't get paid, isn't there a state statute for that? Manager May said that there is not, as that is not a commission we are required to have by the state - it is voluntary. Trustee Barry asked if the special meeting cut was going to be turned over. Trustee Addington stated that you can pass any ordinance you want regarding payment but it will not affect the current trustees it will take effect after the next election. Mayor Gunter stated that people will not run for boards so we should pay them to be able to have a board. Finance Director Parker gave background on trustee compensation and reviewed the state statute requirements for the Police Pension, P&Z and the F&P.

Discussion of the various rates, why a secretary makes more and why a chairperson makes more. The Mayor again suggested that the rate should be \$40.00 each, Trustee Addington stated that at this time everyone should stay the same. Village Manager May replied that the commissioners would be informed that everything will stay the same at this time and be reviewed in the next budget cycle.

Reports:

Manager: Nothing more

Clerks: Nothing more

Communications: Resident activity has had 8 press releases this week. The last issue of Neighbors came out a month late. Director McIntyre has discussed this with all the submitting entities making sure they meet the deadline to have the next issue go out on time. Director McIntyre is hoping to have 8 pages in the issue after July. Facebook subscribers has doubled in the last year and a half, we are up to 550. The businesses affected by the sales tax increase will receive a letter from the Village in addition to what the State sends out. The IL Reads video is going to be the new branding video for the Village with the summer events being taped for additional footage. The Mayor discussed a meeting with someone that is looking to do a local paper. Trustee Barry asked why the Neighbors magazine was always late, so when do we give up on the idea. Director McIntyre said that you should never give up, you should try to fix it; he is working to support this program. When we go to 8 pages there will be another calendar day and will create an overlap. Trustee Barry remarked that paying for outdated information to be sent to our residents is not okay. Trustee Barker stated that there were not many options to get the word out, newspapers were not the way to do keep everyone informed.

HR: The open enrollment session was reviewed, with the insurance changes made by employees and retirees. Discussion of the change in retiree benefits and giving them an option that is a lower cost to them. HR Director Crane discussed the insurance pool's change in software for use, making it a one data platform.

IT: IT Manager Liljeberg reminded everyone of the board room updates that will begin after tonight's meeting; reviewing all the changes that will be visible and the changes that you will not see. The cost of this update is from the municipal fee on Comcast Cable billing, and the charge keeps the Comcast fee at a similar rate as AT&T fees. Trustee Liddle asked if the fee would be

removed when the equipment was paid for? The answer was yes, and we would revalue when equipment needed to be replaced. Trustee Barker questioned shelf life of the equipment, Manager Liljeberg replied that the equipment shelf life varied. Trustee Guzzo asked what would happen to the old equipment, the response was some would be recycled and some would be auctioned off.

Misc: None

Motion to adjourn: 5:30pm 1st Guzzo/2nd Addington/all ayes

Next meeting: July 23, 2015